

TOWN OF FOREST HEIGHTS, MARYLAND
TOWN MEETING
VIRTUAL MEETING | WEDNESDAY AUGUST 18, 2021, | 8:00PM
AGENDA

Call to Order 8:00PM

Roll Call Council:

1. Calvin Washington, Acting Mayor and Council President	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
2. Robert Barnes, Councilman -- Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
3. Clifton Atkinson, Councilman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
4. Theresa Brownson, Councilwoman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
5. Taunya Hines, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
6. Paula Noble, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

I. Moment of Silence

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- a. Minutes from August 2, 2021

VII. Public Period (limit 2 minutes)

VIII. Legislation

- a. **RESOLUTION 40-21:** FISCAL YEAR 2022 BUDGET AMENDMENT
- b. **RESOLUTION 41-21:** FISCAL YEAR 2021 BUDGET AMENDMENT
- c. **RESOLUTION 42-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS (THE “TOWN”) AUTHORIZING NEGOTIATIONS AND THE ISSUANCE OF NON-BINDING NOTICES OF INTENT TO PURCHASE LAND SUBJECT TO AN APPROVING ORDINANCE OR RESOLUTION TO INITIATE A CONDEMNATION CIVIL ACTIONS OR TAKINGS WITH JUST COMPENSATION TO ACQUIRE CERTAIN REAL PROPERTIES LOCATED AT 52 TALBERT DRIVE, 5711 SACHEM DRIVE AND 5813 OTTAWA STREET FOR A PUBLIC PURPOSE AND TO FURTHER AUTHORIZE AN APPRAISAL TO DETERMINE FAIR MARKET VALUE
- d. **ANNEXATION PLAN:** A RESOLUTION PROPOSING THE ANNEXATION OF PRIVATELY-OWNED (TAX EXEMPT) LAND KNOWN AS THE FAITH SUBDIVISION AND LOCATED AT 5701 LIVINGSTON ROAD (TAX MAP 96, GRID A2, PARCEL EQ. 7.2100) INTO THE TOWN OF FOREST HEIGHTS (THE NINTH EXTENSION)
- e. **RESOLUTION 43-21:** A RESOLUTION TO DECLARE A VACANCY IN THE OFFICE OF MAYOR AND TO CALL A SPECIAL ELECTION TO FILL THE VACANCY
- f. **ORDINANCE 03-21:** AN ORDINANCE TO INCREASED THE SALARIES OF THE TOWN'S ELECTED OFFICIALS BY AMENDING SECTION 2.2 OF THE TOWN ORDINANCE CODE

IX. New Business:

X. Meeting Adjourned

**Town of Forest Heights
Mayor/Council Work Session 7:30 PM
Monday, August 2, 2021
Meeting Minutes
Virtual Meeting**

Call to Order: 7:30 PM

Roll Call: CM Washington, CM Barnes, CM Atkinson, CW Brownson, CW Hines, CW Noble, Mayor Muhammad present; quorum established.

Moment of Silence:

Pledge of Allegiance:

Approval of Agenda: Motion to approve the minutes from July 12, 2021, and July 21, 2021, from CM Washington; seconded by CW Hines; all in favor; motion passed.

Presentation on Year Ending June 30, 2020, Audit from Mr. Francis DiSalvo: Mr. DiSalvo shared a presentation on the Audit. He noted that the special item asset impairment for 606 Modoc and explained that it affected the net position. He also noted the capital assets net of depreciation. There is still strong construction in progress, as well as further investment in the Municipal Building and vehicles. There was a drop in fines in forfeiture revenue. Expenses were less overall than planned. CW Noble asked who managed the fixed assets. Mr. DiSalvo answered that they had fixed asset software and that the treasurer gets regular detailed reports.

Staff Reports:

Treasurer's Report: CW Brownson asked about an expenditure involving Gas Boy, saying that a payment had been made in 2020. The Town had not been billed, and the county is in the process of updating. Other expenses are accrued. The Treasurer also clarified the status of the Money Market account. Status report from Treasurer were distributed to the Town Council and can be picked up at the clerk office.

Public Works: CW Noble noted that speed bumps and humps were not on the report and expressed concern over potential liability issues as a result of repairs. Mr. Vaughn answered that they are in the process of repairing and fixing them. He also announced the intention to remove the speed humps and replace them with speed bumps. Specifically, they had been working on the traffic calming device on North Huron. Mr. Vaughn announced that low impact development would be taking a look at a sinkhole. In response to a question from CW Brownson, Mr. Vaughn clarified that FES is the only contractor that sent in an RFP for Cree Drive, but they have not officially made a selection for the bid. CM Barnes asked what the eta for the speed humps is. Mr. Vaughn responded that they cannot give that at this time. CW Hines asked whether Public Works had addressed the stop signs. Mr. Vaughn explained that an ordinance has to be done by the Mayor in order to put up stop signs for 60 days, and then voted on to make them permanent. CW Noble asked to find out who is in charge of the rail at the bus station. Status report from Public Works were distributed to the Town Council and can be picked up at the clerk office.

Code Enforcement: CW Brownson noted that she received complaints of white vans in Ward II. She asked if there is a limit to the number of vans, as well as inquired as how many gravel spaces residents can have in their front yard. Mr. Hawkins responded that the ordinances allow gravel, but they require a permit. At least 30 percent of the ground must have cover. The vans would be a police concern. Status report from Code Enforcement were distributed to the Town Council and can be picked up at the clerk office.

Police Chief: CW Noble asked if traffic complaints and traffic stops are the same. The Chief clarified that they were different. The traffic complaint was any calls about traffic related matters. Status report from Police Chief were distributed to the Town Council and can be picked up at the clerk office.

Town Administrator: Mr. Robinson answered CW Brownson's question about whether the America Rescue fund could help with stormwater and sewage matters, saying that funds could be used. He stated that they should be able to hire the Circuit Rider by late September. Status report from Town Administrator were distributed to the Town Council and can be picked up at the clerk office.

Ward Reports

Ward I: CM Barnes noted that Ward I had its Walk and Talk, and since then he has gotten several complimentary remarks about it.

Ward II: CW Brownson thanked the Town Clerk for copying the water sewage document and expressed the desire to schedule a meeting with the Public Works committee to discuss stormwater and drainage issues.

Ward III: CW Hines reported thanked the Town Clerk for acquiring school supplies for the Back-to-School Drive and that it was successful. She also noted that Ward III had a walk that was cut short due to rain but was success. CW Noble concurred and added that Howard University is doing a study on Alzheimer's that includes a stipend.

Legislation

Resolution 40-21: Fiscal Year 2022; Budget Amendment; Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; discussion; CW Noble noted some expenditures in the resolution.

**Town of Forest Heights
Mayor/Council Work Session 7:30 PM
Monday, August 2, 2021
Meeting Minutes
Virtual Meeting**

Resolution 41-21: Fiscal Year 2021 Budget Amendment; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; discussion; it was amended because an administrative fee for the speed camera was waived. The fee cannot be anticipated because it is dependent on look ups.

Resolution 42-21: A Resolution of the Mayor and Council of the Town of Forest Heights (The "Town") authorizing negotiations and the issuance of a non-binding notice of intent to purchase land subject to an approving ordinance or resolution to initiate a condemnation civil action or taking with just compensation to acquire certain real properties near Forest Heights Elementary School and Indian Head Highway along Talbert Drive for a public purpose and an appraisal to determine fair market value; motion by CM Washington to waive the full reading; seconded by CM Barnes; all in favor; discussion; motion by CW Hines to amend the resolution to add the property of 5711 Sachem Drive; seconded by CM Washington; the mayor responded that that property is being worked on. The Town Attorney Mr. Best clarified that the Town is exhausting its administrative options with the properties on Sachem, that the resolution is a last resort against blighted and neglected property. This would not preclude police and code enforcement from doing their job in the meantime. The Police Chief elaborated, saying that the county only made sure that the building was in compliance with their code, otherwise they have nothing to do with the condemnation. CM Barnes suggested adding 5813 Ottawa Street. Motion by CW Hines to amend the resolution to include the added properties; seconded by CM Washington; discussion; CW Brownson asked if anyone had any interest; CW Noble responded that she would recuse herself because she managed one of them. All in favor; motion passed.

Annexation Resolution 01-2021: A Resolution proposing the annexation of privately-owned (Tax Exempt) land known as the Faith Subdivision and located at 5701 Livingston Road (Tax Map 96, Grid A2, Parcel Eq. 7.21) into the Town of Forest Heights (The Ninth Extension); motion by CM Washington to waive the full reading; seconded by CM Barnes; all in favor; Mr. Best explained that it was 1 parcel of land that had been owned by a ministry that is in the process of selling. It is a non-consent annexation as it has no residents, tax or qualified voters. A hearing notice would need to go into a newsletter twice according to state law. He explained the process for the annexation going into law, projecting its completion by December 12. CM Barnes asked what the price of the property is. Mr. Best answered it was assessed at \$1,150,600, a rise in value since it was sold. Motion to introduce Annexation 01-2021 by CM Washington; seconded by CW Brownson; all in favor. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed. The Town Attorney recommended that the annexation plan be approved; motion by CM Washington to adopt the annexation plan; seconded by CM Barnes; all in favor; vote (7 yes; 0 no) motion passed.

Ordinance 03-21: An Ordinance to increase the salaries of the Town's elected officials by amending Section 2.2 of the Town Ordinance Code; motion by CM Washington to waive the full reading; seconded by CM Barnes; all in favor; discussion. "First Reading August 2, 2021"

Public Period: None

New Business: The Mayor announced National Night Out on Tuesday, August 3, 2021, from 5-7pm. Everything is free to the public, including free vaccines.

Adjournment: 9:15 PM

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 40-21 Fiscal Year 2022 Budget Amendment

INTRODUCED BY: Mayor Habeeb-Ullah Muhammad

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2021 - 2022 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

NOW, BE IT RESOLVED, that Revenue line item 6200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 and that Expenditure line item 8200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 under the new appropriation category entitled ARP Coronavirus Funds.

REVENUES

GENERAL FUND REVENUES

Town Real Estate Taxes - Noncommercial	\$953,441.00
Town Real Estate Taxes - Commercial	\$51,333.00
Town Real Estate Taxes – Rented Residential	\$94,691.00
Income Taxes	\$240,000.00
Other Taxes	\$93,000.00
Trash Fee	\$187,935.00

INTERGOVERNMENT	\$489,650.00	\$1,752,752.67
LICENSES & PERMITS	\$15,300.00	
TOWN SERVICES	\$8,596.00	
SPEED CAMERA	\$2,200,000.00	
OTHER REVENUES	\$98,050.00	
OTHER FINANCING	\$311,190.19	
FUND BALANCE	\$2,377,268.00	

TOTAL BUDGETED REVENUES	\$7,120,454.19	\$8,383,556.86
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**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 40-21 Fiscal Year 2022 Budget Amendment

EXPENDITURES

GENERAL GOVERNMENT	\$72,452.00	
ADMINISTRATION	\$379,589.00	
NON-DEPARTMENTAL	\$273,700.00	
PUBLIC SAFETY	\$1,337,189.00	
PUBLIC WORKS	\$461,576.00	
SPEED CAMERA		
Direct Speed Camera Cost	\$1,391,447.00	
State Revenue	\$200,000.00	
Allowable Expenses	\$15,200.00	
STREET IMPROVEMENTS	\$556,190.19	
TRASH SERVICES EXPENSE	\$196,535.00	
CAPITAL IMPROVEMENTS	\$133,000.00	
MUNICIPAL BUILDING EXPENSE	\$1,065,000.00	
STREET LIGHTING EXPENSE	\$42,000.00	
TOTAL SPECIAL PROGRAM EXPENSE	\$47,200.00	
GRANTS – RESTRICTED FUNDING	\$29,000.00	
ARP CORONAVIRUS FUNDS	\$0.00	\$1,263,102.67
FUND BALANCE	\$920,376.00	
TOTAL BUDGETED EXPENDITURES	\$7,120,454.19	\$8,383,556.86

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 18th day of August 2021.

ROLL CALL VOTE **YEA/NAY/ABSTAIN/ABSENT**

VACANT	_____
ATKINSON	_____
BARNES	_____
BROWNSON	_____

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 40-21 Fiscal Year 2022 Budget Amendment

HINES _____
NOBLE _____
WASHINGTON _____

I HEREBY CERTIFY that the above Resolution ___ - 21 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the 18th day of August 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Acting Mayor/Council President

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2021 Budget Amendment

INTRODUCED BY: Mayor Habeeb-Ullah Muhammad

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

NOW, BE IT RESOLVED, that Revenue line item 6037 Speed Camera be increased in the amount of \$100,000. and that Expenditure line item 7300 Speed Camera Administration Fee be increased in the amount of \$100,000.

REVENUES

GENERAL FUND REVENUES

Town Real Estate Taxes - Noncommercial	\$796,800.00	
Town Real Estate Taxes - Commercial	\$43,300.00	
Town Real Estate Taxes – Rented Residential	\$93,300.00	
Income Taxes	\$180,700.00	
Other Taxes	\$80,000.00	
Trash Fee	\$187,935.00	
INTERGOVERNMENT	\$817,694.00	
LICENSES & PERMITS	\$14,800.00	
TOWN SERVICES	\$8,596.00	
SPEED CAMERA	\$1,692,460.00	\$1,792,460.00
OTHER REVENUES	\$115,650.00	
OTHER FINANCING	\$853,613.25	
FUND BALANCE	\$2,377,268.00	
TOTAL BUDGETED REVENUES	\$7,262,116.25	\$7,362,116.25

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2021 Budget Amendment

EXPENDITURES

GENERAL GOVERNMENT	\$68,845.00	
ADMINISTRATION	\$332,035.00	
NON-DEPARTMENTAL	\$250,300.00	
PUBLIC SAFETY	1,123,105.00	
PUBLIC WORKS	\$374,834.00	
SPEED CAMERA		
Direct Speed Camera Cost	\$1,318,535.00	\$1,418,535.00
State Revenue	\$175,000.00	
Allowable Expenses	\$15,200.00	
STREET IMPROVEMENTS	\$595,182.00	
TRASH SERVICES EXPENSE	\$195,310.00	
CAPITAL IMPROVEMENTS	\$447,500.00	
MUNICIPAL BUILDING EXPENSE	\$427,600.00	
STREET LIGHTING EXPENSE	\$42,000.00	
TOTAL SPECIAL PROGRAM EXPENSE	\$32,250.00	
GRANTS – RESTRICTED FUNDING	\$541,883.50	
FUND BALANCE	\$1,322,536.75	
 TOTAL BUDGETED EXPENDITURES	 \$7,262,116.25	 \$7,362,116.25

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 18th day of August 2021.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
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VACANT	_____
BARNES	_____
HINES	_____
BROWNSON	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS**

RESOLUTION 41-21 Fiscal Year 2021 Budget Amendment

I HEREBY CERTIFY that the above Resolution ___ - 21 was passed by the required yeas and nays vote of the Mayor and Council of Forest Heights on the 18th day of August 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Acting Mayor/Council President

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THE TOWN OF FOREST HEIGHTS
RESOLUTION 42-21

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS (THE "TOWN") AUTHORIZING NEGOTIATIONS AND THE ISSUANCE OF NON-BINDING NOTICES OF INTENT TO PURCHASE LAND SUBJECT TO AN APPROVING ORDINANCE OR RESOLUTION TO INITIATE A CONDEMNATION CIVIL ACTIONS OR TAKINGS WITH JUST COMPENSATION TO ACQUIRE CERTAIN REAL PROPERTIES LOCATED AT 52 TALBERT DRIVE, 5711 SACHEM DRIVE AND 5813 OTTAWA STREET FOR A PUBLIC PURPOSE AND TO FURTHER AUTHORIZE AN APPRAISAL TO DETERMINE FAIR MARKET VALUE

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Charter, § 33-80 authorizes the Town of Forest Heights to acquire real, personal, or mixed property for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the Town; and

WHEREAS, the following information and findings apply to 52 Talbert Drive:

1. The Town wishes to acquire and use certain real property located at 52 Talbert Drive owned by a private party to facilitate a community center or other municipal recreational use or purpose for Town residents and other authorized invitees; and
2. Said vacant property being 12,393 square feet in area had been used for commercial purposes since 1960 includes a dilapidated building and consists of Lots 38 and 39 and is further described for tax identification purposes as District – 12, Account Number – 1195254; and
3. Lot 38 or the western portion of the subject property is substantially encumbered by a portion of a 50' wide storm drain easement that crosses Talbert Drive and drains to the northwest; and
4. Said lots were sold in an arm's length transaction to the present owners on September 8, 2004, for \$165,000 and are currently listed on SDAT Real Property Data Search with an assessed value of \$315,600 as of July 1, 2021; however, the property is in a blighted condition; and
5. Although municipal corporations are typically exempt from traditional zoning laws, and must instead abide by mandatory referral, a process whereby the Park and Planning Commission reviews public improvements, the subject property is zoned C-O (Commercial Office) and is surrounded by C-M (Commercial Miscellaneous) properties to the South and East, R-35 (1 Family Semidetached, & 2 Family Detached, Residential) to the West and R-T (Townhouse) to the North across Talbert Drive; and
6. The Town would like to consider acquiring the described property along or abutting

THE TOWN OF FOREST HEIGHTS
RESOLUTION 42-21

Talbert Drive located within Tax Map Grid 095F2 for a public and municipal purpose as stated herein; and

WHEREAS, the following information and findings apply to **5711 Sachem Drive**:

1. The Town wishes to acquire and use certain real property located at 5711 Sechem Drive owned by a private company to facilitate a community open space or other municipal recreational use or purpose for Town residents and other authorized invitees; and
2. Said vacant property being 21,445 square feet in area had been used for residential purposes since 1950 includes a dilapidated building and consists of Lots 39 and 40 and is further described for tax identification purposes as District – 12, Account Number – 1205624; and
3. Said lots were sold in an arm's length transaction to the present owner on October 13, 2006, for \$82,500 and are currently listed on SDAT Real Property Data Search with an assessed value of \$364,200 as of July 1, 2021; however, the property is in a blighted condition; and
4. Although municipal corporations are typically exempt from traditional zoning laws, and must instead abide by mandatory referral, a process whereby the Park and Planning Commission reviews public improvements, the subject property is zoned R-55 (Residential and is surrounded by R-55 (Residential) properties to the North, South and West, and Indian Head Highway (MD 210) to the East; and
5. The Town would like to consider acquiring the described property along or abutting Sachem Drive located within Tax Map Grid 096A3 for a public and municipal purpose as stated herein; and

WHEREAS, the following information and findings apply to **5813 Ottawa Street**:

1. The Town wishes to acquire and use certain real property located at 5813 Ottawa Drive owned by a private individual to facilitate a community open space or other municipal recreational use or purpose for Town residents and other authorized invitees; and
2. Said vacant property being 7,560 square feet in area had been used for residential purposes since 1953 includes a dilapidated building and consists of Lot 11 and is further described for tax identification purposes as District – 12, Account Number – 1274828; and
3. Said lots were sold in an arm's length transaction to the present owner on March 3, 2006, for \$240,000 and are currently listed on SDAT Real Property Data Search with an assessed value of \$200,100 as of July 1, 2021; however, the property is in a blighted condition; and

THE TOWN OF FOREST HEIGHTS
RESOLUTION 42-21

4. Although municipal corporations are typically exempt from traditional zoning laws, and must instead abide by mandatory referral, a process whereby the Park and Planning Commission reviews public improvements, the subject property is zoned R-55 (Residential and is surrounded by R-55 (Residential) properties to the North, and West, and R-35 (Residential) to the East and South; and
5. The Town would like to consider acquiring the described property along or abutting Sachem Drive located within Tax Map Grid 096A3 for a public and municipal purpose as stated herein; and

WHEREAS, the Mayor and Council finds that typically in most condemnation cases, the only issue for the fact-finder (i.e., judge or jury) at trial, if applicable, to determine is the amount of money owed to the property owner for the property taken, and this depends on the value of the property taken and the damages to any remaining property; therefore, the condemning authority (i.e., the municipality) and the property owner will usually hire an appraiser to value the property and opine as to the amount the property owner should be paid, and said body further finds that it is important that this expert be consulted with and retained early, for the proper framing of a real property negotiated sale or pursuit of an eminent domain case.

NOW THEREFORE BE IT RESOLVED, and enacted that the Mayor and Town Council hereby approves and authorizes the Mayor or her designee to make a prompt and timely request by letter to the owners of the subject properties (Attention: 1.) Henry & Maria Balagtas, 2.) Tokyo International Holding Co., and 3.) Tang Q. Wang) to acquire said properties by sale or condemnation with just compensation as described herein above; and

BE IT FURTHER RESOLVED, that the Mayor and Town staff shall be authorized to coordinate and provide any necessary letters of intent and other information in order to carry out the purposes of this Resolution to culminate in a contract of sale and/or deed to be approved by the Town Council by ordinance prior to closing; and

BE IT FURTHER RESOLVED, that the Mayor and Town staff are hereby further authorized to give the property owners written notice that the Town intends to acquire said property, and after obtaining an appraisal, to make an initial offer in an amount determined by the Council to be just compensation for the property being purchased or taken and, as applicable, to negotiate a fair price for the property; and

BE IT FURTHER RESOLVED, that in order to initiate this process, the Mayor and staff are hereby authorized to obtain one or more proposals for the approval of the Mayor and Council from a licensed real estate appraiser to perform an appraisal to determine the fair market value of the subject properties including consideration of any potential environmental contamination in the subject appraisal process for those commercial properties affected; and

BE IT FURTHER RESOLVED, that if negotiations for the acquisition of the subject property are unsuccessful, the Town of Forest Heights, as a condemning authority, after passing

THE TOWN OF FOREST HEIGHTS
RESOLUTION 42-21

an authorizing resolution or ordinance to do so, may then file a complaint in the Circuit Court of Prince George's County pursuant to Title 12 of the Real Property Article of Md. Ann. Code to acquire said property through eminent domain or otherwise settle the case before judgment is entered; and

BE IT FUTHER RESOLVED, that the Mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this ____ day of August 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
VACANT	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Acting Mayor/Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of August 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution 42-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS, MARYLAND

ANNEXATION PLAN

FOR THE ANNEXATION OF A CERTAIN TAX-EXEMPT PROPERTY LOCATED GENERALLY EAST OF THE PRESENT CORPORATE LIMITS OF THE TOWN OF FOREST HEIGHTS EXTENDING ALONG, ABUTTING TO, AND INCLUDING IMPROVED REAL PROPERTY KNOWN AS THE FAITH SUBDIVISION LOCATED AT AND FRONTING UPON 5701 LIVINGSTON ROAD (PARCEL EQ. 7.21 ACRES) AS DEPICTED ON TAX MAP 96, GRID A2 (ACCOUNT NO. 12-1233089) INTO THE CORPORATE TERRITORY OF THE TOWN FOREST HEIGHTS

WHEREAS, the Town Council of the Town of Forest Heights (the "Town") has initiated a resolution (Annexation Resolution 01-2021) proposing to annex a certain property contiguous and adjoining to the boundary of the Town, comprised of one (1) parcel of tax-exempt land (Tax Map 96, Parcel EQ 7.2100 Acres) totaling an area of 7.38 acres of land, more or less, contiguous and adjoining to the existing eastern corporate boundaries of the Town, as further depicted on the Prince George's County Tax Map (Tax Map 96, Grid A2 (Dist. 12, Account No. 1233089), said parcel is further described by the premises address as 5701 Livingston Road (the "Annexation Property"); and

WHEREAS, said Resolution was initiated by the Town Council pursuant to §4-403 of the LG Art., of Md. Ann. Code; and

WHEREAS, the Annexation Property consists of lands owned by Shachah World Ministries Inc., a Maryland non-stock corporation; and

WHEREAS, after discussing the matter at its workshop meeting earlier in the month, on the 21st day of July 2021, the Mayor and Council of The Town of Forest Heights officially initiated a resolution proposing the aforementioned municipal annexation initiated by the Town.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Forest Heights hereby adopts, and approves the following:

A. Introduction. This Annexation Plan has been prepared by the Town pursuant to Section 4-415 of the Local Government Article, of the Annotated Code of Maryland. Pursuant to State law, said plan is not intended to be formally part of, but is approved contemporaneously thereto to compliment and be read together with Annexation Resolution 01-2021, along with any exhibits referenced therein, which is hereby incorporated by reference herein as if written herein word for word.

B. Land Use and Zoning Pattern for the Annexation Property.

(1) The Annexation Property further known as the Faith Subdivision (Plat No. A12-3926) is located approximately along the eastern boundary of the Town's corporate limits and includes land situated along or abutting Livingston Road (County Route Number CO 1203), Modoc Lane (Municipal Route Number 0170) and Miles Drive (Municipal Route Number 0160) occupied by Shachah World Ministries Inc. The Annexation Property is specifically shown in the Prince George's County Tax Records as Tax

Map 96 (Parcel 0000 [EQ. 7.2100 Acres] (Dist. 12, Account No. 1233089). The Annexation Property is further located in Assessment District 12 and Subregion VII (Planning Area 76A – “Henson Creek”). The Annexation Property is more particularly described or depicted on a map exhibit entitled “Map of the Ninth Extension of the Town of Forest Heights, Prince George’s County, Maryland, 1” = 300’, July 2021” prepared by Charles P. Johnson and Associates, and certified by Steven William Jones, Professional Land Surveyor, which is attached hereto as Exhibit A.

(2) The Annexation Property is under the land use jurisdiction of the Maryland-National Capital Park and Planning Commission (“M-NCPPC”). The Annexation Property is currently zoned “One-Family Detached Residential” designated as “R-55” which permits small-lot residential subdivisions pursuant to the County Zoning Ordinance. Upon annexation into the Town, the Annexation Property will likely remain as currently classified under the County Zoning Ordinance.

C. Availability of Land for Public Facilities. There are no existing or pending agreements between the Town and the landowner (i.e., Shachah World Ministries Inc.) concerning dedication of portions of the Annexation Property for public facilities. Land use, zoning, subdivision, building construction and storm water regulations are generally administered by the County, the Washington Suburban Sanitary Commission (the “WSSC”), or the Maryland-National Capital Park and Planning Commission. All necessary infrastructure and improvements, including road access, sidewalks, storm water management systems, water and sewer systems and/or extensions and utility delivery systems, and all other facilities necessary to service the Annexation Property shall be installed in accordance with sound engineering principles, and shall be subject to location, design and construction approvals and/or Mandatory Referrals reviewed by Prince George’s County, WSSC, the Prince George’s Soil Conservation District or the County Planning Board.

D. Public Water and Sewer. Public water and sewer service is or will be supplied by the Washington Suburban Sanitary Commission for the Annexation Property. The sewer basin is basin ID: 18, basin name: Oxon Run. The current water and sewer categories are as follows: sewer category, sewer code: S-3, sewer description code: Community System and the Sewer Envelope Availability: Planned or Existing Community System. The water category is water code: W-3, water description code: Community System. According to the County’s 2008 Water and Sewer Plan, Category 3 - Community System means the property is or will be served by public water and sewer.

E. Other Municipal or Related Services.

(1) **Police Service.** As permitted by law, the Annexation Property is to be concurrently served by both the Prince George’s County Police Department, and the Forest Heights Police Department for purposes of police protection. Certain police services may be provided by either the Prince George’s County Police Department or the Forest Heights Police Department, or both, pursuant to a Memorandum of Understanding regarding jurisdictional police services or a mutual aid agreement as permitted by law and previously entered into between the Town and the County governments. The Forest Heights Police Department will serve as the primary or lead law enforcement agency having police jurisdiction over the Annexation Area. Such services will commence after annexation, using existing personnel and equipment, at the same or similar level of service now being provided to the Town in areas where police protective services are provided on a concurrent basis with other police agencies.

(2) Emergency Service. The Oxon Hill Volunteer Fire Department presently provides fire protection and emergency medical services to the Annexation Property. Such services will continue after annexation, using existing personnel and equipment, at the same or similar level of service now being provided.

(3) Street Maintenance. The Annexation Property contains no streets or highways under the jurisdiction of the Town of Forest Heights or other public entity. Any existing public streets or roadways nearby will continue to be maintained for public use by the County or the Municipal governments into the foreseeable future.

(4) Refuse Collection. The Town presently offers only residential trash collection. Except for one dwelling or parsonage that supports the current principal (i.e., church/non-profit) use, there is no significant residential development within the Annexation Area and presently there are no municipal trash collection services proposed for the Annexation Area unless such services are deemed necessary by the current or subsequent property owners or the Town finds that it is necessary for public health and safety.

F. Financing Services. Financing for any municipal services extended to the Annexation Property will be provided through the general fund as currently provided to the Town. The largest source of tax revenues collected by the Town is attributable to the municipal property tax which is levied only against taxable property of which no portion of the Annexation Property appears to contain such taxable property; however, the Town may fund certain extended services by way of intergovernmental grants and/or memoranda of understanding.

APPROVED: By the Town Council of The Town of Forest Heights, Maryland.

I HEREBY CERTIFY that the above Annexation Plan was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the ____ day of August 2021.

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

NOTICE OF PUBLIC HEARING

THE TOWN OF FOREST HEIGHTS ANNEXATION

(Land of Shachah World Ministries Inc., Located Generally East of the Present Municipal Boundaries of the Town of Forest Heights)

NOTICE is hereby given by the Mayor and Council of the Town of Forest Heights, Maryland that on August 2, 2021 Annexation Resolution No. 01-2021 (the "Resolution"), known as the 9th Extension (2019) was introduced and read at a regular/special meeting of the Town Council of the Town of Forest Heights (the "Town Council") proposing and recommending that the boundaries of the Town of Forest Heights be changed so as to annex to and include within the boundaries of the Town all that certain area of land therein identified as:

A PARCEL OF LAND DESCRIBED AS THE FAITH SUBDIVISION PRESENTLY DESIGNATED AS TAX EXEMPT AND OWNED BY SHACHAH WORLD MINISTRIES INC. (TAX MAP 96, GRID A2 (DIST. 12, ACCOUNT NO. 1233089). FURTHER DESCRIBED BY A PREMISES ADDRESS AS 5701 LIVINGSTON ROAD, ADJOINING AND ABUTTING THREE PUBLIC WAYS INCLUDING LIVINGSTON ROAD, BEING 7.38 ACRES OF LAND, MORE OR LESS, LOCATED IN THE 12TH ELECTION DISTRICT (8TH COUNCILMANIC) OF PRINCE GEORGE'S COUNTY, AND LOCATED EAST OF THE PRESENT CORPORATE LIMITS OF THE TOWN OF FOREST HEIGHTS BETWEEN THE CURRENT CORPORATE BOUNDARIES AND THE UNINCORPORATED AREA COMMONLY KNOWN AS BIRCHWOOD (THE "ANNEXATION PROPERTY") DEPICTED IN PURPLE ON THE MAP OF EXTENSION 9 REFERENCED HEREIN BELOW.

The Resolution was initiated by the Town Council pursuant to §4-403 of the LG Art., of Md. Ann. Code. NOTICE is further hereby given by the Mayor and Council that it will hold a **PUBLIC HEARING** on said Resolution and the said annexation therein proposed and recommended on:

**Wednesday, October 18, 2021
at 8:00 o'clock P.M.
in the Forest Heights Municipal Building
Forest Heights, Maryland**

and that all interested persons are invited to attend said public hearing and present their views. Conditions of proposed annexation are as follows:

1. The Town shall pay the costs in regard to said annexation, and all advertising, professional consultant and legal expenses related to the annexation. The owners of assessable and taxable property within the Annexation Property, if any, shall begin paying municipal property taxes immediately or within the upcoming fiscal year, as permitted by law. Currently

all real property located within the Annexation Property appears to be tax exempt and thereby is not now or in the immediate future subject to the municipal tax on real property.

2. The Town will require that all necessary infrastructure and improvements, including, but not limited to, roads, stormwater management, sewer expansion and/or extensions and utility delivery systems, and all other facilities necessary to serve the proposed use shall be installed in accordance with sound engineering principles, and shall be subject to location, design, and construction approvals by the County and other applicable agencies.

3. Limited municipal services will be available to the Annexation Property upon annexation, subject to compliance with the Annexation Resolution and consistent with the Annexation Plan. Services not currently available will be extended to the Annexation Property in accordance with the aforesaid documents.

In accordance with the Local Government Article, §4-406, of the Annotated Code of Maryland (the "Maryland Code"), this Notice shall be published two (2) times, at consecutive weekly intervals, beginning on or about September 23, 2021.

Notice is further hereby given by the Town Council that following such public hearing, the Town Council is empowered by law to enact said Resolution and, if so enacted, the Resolution provides that it shall take effect upon the forty-sixth (46th) day following passage, and that said resolution is further subject within such period to a Petition for Referendum by qualified voters of the municipality pursuant to the requirements of the Local Government Article, §4-409, *et seq.*, of the Maryland Code.

The Resolution, including and together with the exhibits, plats and/or the map entitled "Map of the Ninth Extension of the Town of Forest Heights, Prince George's County, Maryland, 1" = 300', July, 2021" prepared by Charles P. Johnson and Associates, Inc., attached to said Resolution, and a metes and bounds description of the lands which are the subject of the annexation, and a proposed Annexation Plan are all incorporated by reference herein and are available for inspection at the Forest Heights Municipal Building during regular office hours. Please consult all items referenced and incorporated herein for an accurate and more detailed description of the Annexation Property.

By Authority of: Habeeb-Ullah Muhammad, Mayor, The Town of Forest Heights, Maryland,

RESOLUTION 43-21
THE TOWN OF FOREST HEIGHTS

**A RESOLUTION TO DECLARE A VACANCY IN THE OFFICE OF MAYOR AND TO
CALL A SPECIAL ELECTION TO FILL THE VACANCY**

Introduced By: Acting Mayor Washington

WHEREAS, the Town of Forest Heights was deeply saddened to announce the recent passing of Mayor Habeeb-Ullah Muhammad on August 15, 2021; and

WHEREAS, the Town Charter, §33-19 provides that if a vacancy in the office of Mayor occurs less than fifteen (15) months prior to the next election, the President of the Council shall become Mayor until the next regular election, and if the Mayoral vacancy occurs fifteen (15) months or more prior to the next regular election, the Council shall call a special election to be held not less than forty-five (45) days nor more than sixty (60) days following the occurrence of the vacancy, and the President of the Council shall act as Mayor until the special election, and the person elected at the special election shall serve until the next Regular Election; and

WHEREAS, because former Mayor Muhammad was recently elected this past March, and the current mayoral vacancy has occurred fifteen (15) months or more prior to the next regular election, the Council shall call a special election to be held not less than forty-five (45) days, or after September 29, 2021, nor more than sixty (60) days, or before October 14, 2021, following the occurrence of the vacancy; and

WHEREAS, the Council finds that under §33-19 of the Charter, the special election shall be held as soon as practical after the expiration of forty-five days but before the sixty-day period runs, and at least five business days shall pass subsequent to the announcement of the election and the cut-off for the submission of nominations, and nominations must be announced at least five business days prior to the election; and

WHEREAS, the Council further finds that under §33-31 of the Charter that except as otherwise stated therein, persons may be nominated for elective office in the Town by filing a certificate of nomination with the Town Clerk; and

WHEREAS, the Council further finds that under § 33-31 and § 33-35 of the Charter in the case of special elections, there is a requirement to file a certificate of nomination including a statement of qualification prior to the election provided that the requirement of the need to file such information with the Town Clerk is announced in the Town newsletter, a newspaper of general circulation or a conspicuous public place within the Town at least five business days prior to the cutoff for filing and such filing must be scheduled at least five business days prior to the election in question; and

WHEREAS, the Council further finds that under § 14.5 of the Town Code, except for an official who has filed a financial disclosure statement under another provision of said section for

The Town of Forest Heights
Resolution 43-21

the reporting period (i.e., annually each calendar year), a candidate to be an elected Town official shall file a financial disclosure statement required under this section in the year the certificate of nomination is filed, no later than the filing of the certificate of nomination as prescribed by Section 33-31 of the Town Charter; and

WHEREAS, the Town Charter, §33-31 provides that such certificate of nomination shall state (1) the office for which the person is seeking, (2) the name and signature of the candidate, (3) the ward in which the person resides, and (4) a statement that he meets the qualifications for the office as contained in this Charter, and that no person shall file for nomination to more than one elective Town public office or hold more than one elective Town public office at any one time, and that the Town Board of Elections shall review each certificate of nomination and shall certify that the candidate meets the qualifications and requirements contained in the Charter, and that any certificate of a candidate, that in the Board's judgment does not meet the stated qualifications and requirements, shall be returned to the candidate with the reasons for the return stated thereon; and

WHEREAS, the Town Charter, §33-27 provides the Town Board of Elections shall give at least two weeks' notice of every election by an advertisement published in the "Forest Heights News," the Town newsletter, or in at least one newspaper of general circulation in the Town and by posting a notice thereof in some public place or places in the Town, and the notice of election shall contain the purpose of the election including a description of any questions for referendum.

NOW THEREFORE BE IT RESOLVED AND ORDAINED, that the Town Council hereby declares a vacancy in the Office of Mayor and calls a special election to fill the vacancy on the 13th day of October 2021 in accordance with the election schedule provided hereinbelow and incorporated herein by reference as Exhibit A; and

BE IT FURTHER RESOLVED AND ORDAINED, that the Town Board of Elections shall give at least two weeks' notice of the special election by an advertisement published in the "Forest Heights News," the Town newsletter, or in at least one newspaper of general circulation in the Town and by posting a notice thereof in some public place or places in the Town, and the notice of election shall contain the purpose of the election; and

BE IT FURTHER RESOLVED AND ORDAINED, that the Maryland and Town flags shall be flown at half-staff on all property under the Town's jurisdiction from day of death until sunset on day of interment of former Mayor Muhammad or as otherwise ordered by the Acting Mayor; and

BE IT FURTHER RESOLVED AND ORDAINED, that the Acting Mayor is authorized to sign this Resolution on behalf of the Council; and

BE IT FURTHER RESOLVED AND ORDAINED, that this Resolution shall take effect immediately upon passage and shall be posted in a conspicuous place in Town within 24 hours of its passage.

PASSED this 18th day of August 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
VACANT	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
ATKINSON	_____
WASHINGTON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Calvin Washington, Acting Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ day of August 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution 43-21 passed.

Sherletta Hawkins, Town Clerk

Exhibit A

ELECTION SCHEDULE

Election Board's Notice of the Special Election 9/1/21

(NLT two-weeks' notice (w/ purpose of election) by advertisement in Town newsletter, or in at least one newspaper of general circulation in the Town and by posting a notice.)

**Announcement of the requirement of the need to file
Certificates of Nom./Statements/Financial Disclosures:** 9/8/21

(Must be announced at least five (5) business days prior to the election in a newsletter, a newspaper of general circulation or a conspicuous public place within the Town at least five (5) business days prior to the election. Financial Disclosure Forms to be filed by non-incumbents.)

Deadline to apply for Absentee Ballots 9/22/21

(NLT seven (7) days before the Election.)

**Deadline for Filing Certificates of Nomination, Statements of Qualifications
and Financial Disclosure Forms:** 9/29/21

(NLT five (5) days before the Election. Disclosure Forms to be filed by non-incumbents who have not filed this year.)

Deadline for Certification by Board of Elections of Candidates: 10/6/21

(NLT five (5) days before the Election.)

Mayoral Special Election Date: 10/13/21

(Between September 29, 2021, and October 14, 2021.)

Note: Should the special election be designated on a date other than 10/13/21, all of the above dates will need to be adjusted in accordance with the Charter minimum requirements.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
ORDINANCE NO. 03-21**

**AN ORDINANCE TO INCREASE THE SALARIES OF THE TOWN'S ELECTED
OFFICIALS BY AMENDING SECTION 2.2 OF THE TOWN ORDINANCE CODE**

Introduced by: Council President Washington

WHEREAS, pursuant to Section 33-5 (Salary of the Council) and Section 33-17 (Salary of the Mayor) of the Town Charter, each Councilman and the Mayor shall receive an annual salary as specified from time to time by an ordinance passed by the Council in the regular course of its business provided; however, that the salary specified at the time any Councilman or the Mayor takes office shall not be changed during the term for which that Councilman or Mayor was elected, and the ordinance making any change in the salary paid to the several Councilmen or the Mayor, either by way of increase or decrease, shall take effect only as the terms of the members of the Council or Mayor which enacted it expire; and

WHEREAS, Mayor and Council further finds that the last time a salary adjustment was approved for the Mayor and Council took place with the enactment of Ordinance No. 01-17 whereby the Mayor's annual compensation was decreased from \$12,000 to \$10,000, but the councilmembers' annual salary was increased from \$2,500 to \$2,800; and

WHEREAS, the legislative governance responsibilities and budget oversight of the Town have substantially increased over the past several years and to compensate for the increase in the time and responsibilities placed on the Town's elected officials, the Mayor and Council finds the increase to be fair and reasonable; and

WHEREAS, the Mayor and Council further finds that an increase in salary will provide an incentive for more citizens to be interested in these elected positions, and thereby result in more highly qualified persons competing for these offices.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED by The Mayor and Council of The Town of Forest Heights that Section 2.2: Compensation of the Mayor and Councilpersons of the Town of Forest Heights Ordinance Code shall be amended and hereinafter read as follows:

Article 2. Administration

CAPITALS IN BOLD : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

Page 1 of 4

The Town of Forest Heights Ordinance 03-21

First Reading Date/Time: _____

Seconded Reading Date/Time: _____

Publish in a Local Paper Dates: _____

Acted Date: _____

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
ORDINANCE NO. 03-21**

Part I. Personnel

Section 2.2: Compensation of the Mayor and Councilpersons

The Mayor shall receive a salary of [~~\$10,000~~] **\$12,000** per year, payable monthly or unless otherwise prescribed by resolution of the Mayor and Town Council. Each Council person shall receive a salary of [~~\$2,800~~] **\$6,000** per year, payable monthly or unless otherwise prescribed by resolution of the Mayor and Town Council.

Section 2. AND BE IT FURTHER ORDAINED AND ENACTED, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

Section 3. AND BE IT FURTHER ORDAINED AND ENACTED, that this Ordinance shall take effect thirty (30) calendar days following adoption by the Town Council, having been passed by the required yea and nay votes of the Mayor and Council of the Town of Forest Heights; however, the salary changes authorized herein shall take effect only as the terms of the members of the Council or Mayor which enacted it expire.

Section 4. AND BE IT FURTHER ORDAINED AND ENACTED, that upon passage, the Town Clerk shall cause to be published a summary of this Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights.

HAVING BEEN INTRODUCED AND HAVING BEEN READ as an ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least four (4) of the members of the legislative body including the Mayor as indicated below at a regular Public Meeting of The Mayor and Council of the Town of Forest Heights held on the ____ day of _____, 2021 at _____ o'clock p.m., in the Municipal Building in Forest Heights, Maryland.

CAPITALS IN BOLD : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

Page 2 of 4

The Town of Forest Heights Ordinance 03-21

First Reading Date/Time: _____

Seconded Reading Date/Time: _____

Publish in a Local Paper Dates: _____

Acted Date: _____

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
ORDINANCE NO. 03-21**

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

VACANT	_____
BARNES	_____
HINES	_____
BROWNSON	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Ordinance No. __-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ____ day of _____, 2021.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

Calvin Washington, Acting Mayor/Council President

I HEREBY CERTIFY that following its passage, a summary of this Ordinance No. __-21 has been published at least twice in the town newsletter or a newspaper having general circulation in the Town of Forest Heights.

Date: _____, 2021

Sherletta Hawkins, Town Clerk

CAPITALS IN BOLD : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

Page 3 of 4

The Town of Forest Heights Ordinance 03-21

First Reading Date/Time: _____
Seconded Reading Date/Time: _____
Publish in a Local Paper Dates: _____
Acted Date: _____

First Reading Date/Time: _____
 Seconded Reading Date/Time: _____
 Publish in a Local Paper Dates: _____
 Acted Date: _____